



City of Riverside, California
Personnel Policy and Procedure Manual

Approved:

Human Resources Director

City Manager

Number: II-2 Effective Date: 11/00

SUBJECT: RECLASSIFICATION

PURPOSE:

To describe reclassification and its effect on salary level, performance/merit review date, and employee status.

DEFINITION:

Reclassification is the reallocation of a position in one class to a different class as a result of a significant change in the duties, responsibilities and/or qualification requirements of the position.

POLICY:

It is the responsibility of department heads and immediate supervisors to ensure that employees perform work duties and responsibilities within the framework of the employee's assigned classification as described in the established classification specifications. Requests for review of the classification of a position may be initiated by a department or an employee, and shall proceed through the departmental chain of command for approval. The department/employee shall complete a Position Classification Study Request Form. The department shall also prepare a preliminary evaluation and/or justification of the request for review and forward the request within ten (10) working days from date of receipt to the Human Resources Department with comments and recommendations. Upon receipt of the request, the Human Resources Department will prioritize, schedule, and conduct an appropriate classification study and advise the affected department of the results. Any recommendations for reclassification action will be included by the department in their bi-annual budget proposal. Following City Council approval, the department will prepare Personnel Action Forms (P-2) to enact the approved classification actions.

This action, if granted, may result in: a change of class title and class specification for a position by either moving the position to another existing class in the Classification Plan or to a new class specifically created for the position; or placement of the position in a salary range with a maximum salary rate that may be higher, lower or the same level as previously held.

1. Upward Reclassification - In any case where a position is reclassified to a class with a salary range having a higher maximum salary rate, and the incumbent meets the qualification requirement for the new class, and is in fact performing the full range of duties and responsibilities of that position, the effect of this action shall be as follows:

- a. Effective Date - The effective date of a reclassification action shall normally coincide with the first working day of the first pay period following the date of City Council approval.
 - b. Salary - The incumbent shall be entitled to the closest higher step within the new salary range that would provide a minimum of a 5% increase.
 - c. Merit Increase Date - The incumbent's date for the next merit increase shall be set one year from the effective date of the reclassification, if the employee received 5% upon reclassification. If the incumbent received less than 5% upon reclassification, the next merit date will not change.
 - d. Employee Status/Review Date - A new probationary period is not required. The incumbent's date for the next performance review shall be set one year from the effective date of the reclassification.
2. Downward Reclassification - In any case where a position is reclassified to a class with a salary range having a lower maximum salary rate, the effect of this action shall be as follows:
- a. Effective Date - The effective date of a reclassification action shall normally coincide with the first working day of the first pay period following the date of City Council approval.
 - b. Salary - The incumbent shall either:
 - 1) Retain current salary if current salary is the same as a step within the salary range of the new class; or
 - 2) Be placed on the closest step within the salary range of the new class that approximates the current salary if the current salary is between steps within the new salary range; or
 - 3) Be reduced to the maximum step of the salary range of the new class if current salary is greater than the maximum of the new salary range; or
 - 4) Be assigned a "Y" rate (red circle) designation that holds the incumbent at a current salary which is above the new range until such time as the salary rate of the new class is the same as or exceeds the amount of the "Y" rate. Establishment of a "Y" rate is an administrative determination and requires approval of the department head, Human Resources Director, and City Council.
 - c. Merit Increase Date - There shall be no change in the incumbent's merit increase date as a result of downward reclassification. If applicable, merit increases shall occur according to regular City policy (see policy II-3).

- d. Employee Status/Review Date - A new probationary period is required if the demotion is related to job performance and the incumbent's date for the next performance review shall be set for three months following the effective date. A new probationary period is not required when the demotion is the result of a convenience to the City (e.g. reorganization). *The incumbent's date for the next performance review shall be set one year from the effective date of the reclassification (see policy I-7).*
3. Lateral Reclassification - In any case where a position is reclassified to a class with a salary range having the same maximum salary rate, the effect of this action shall be as follows:
 - a. Effective Date - The effective date of a lateral reclassification action shall normally coincide with the first working day of the first pay period following the date of City Council approval.
 - b. Salary - There shall be no change in salary.
 - c. Merit Increase Date - If applicable, merit increases shall occur to the maximum of the salary range for the new class according to regular City policy.
 - d. Employee Status/Review Date - When the lateral reclassification is intra-departmental, *a new probationary period is not required. When the lateral reclassification is interdepartmental, a new probationary period shall be required for 6 months (13 pay periods) of continuous service for all classifications and employee bargaining units.*

PROCEDURE:

<u>Responsibility</u>	<u>Action</u>
Employee/Department	<ol style="list-style-type: none"> 1. <i>Requests a review of the affected position(s) through the chain of command of the position(s).</i> 2. <i>Completes a Classification Study Request Form, No. 1210.008.</i>
Department	<ol style="list-style-type: none"> 3. <i>Prepares a preliminary evaluation and/or justification of the reclassification request.</i>
Department Head	<ol style="list-style-type: none"> 4. <i>Approves or denies reclassification study requests.</i> 5. <i>Forwards the Classification Study Request form within ten working days from date of receipt to the Human Resources Department with comments and recommendations.</i>

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| City Manager | 6. Reviews and approves/denies re-classification study results. |
| Human Resources Department | 7. Prioritizes, schedules and conducts approved reclassification studies and prepares recommendations. |
| City Manager | 8. Reviews and approves/denies re-classification study results. |
| | 9. Advises the department head of the disposition of the reclassification study. |
| | 10. Notifies the Budget Office of recommendation for inclusion in department budget and for City Council approval. |
| City Council | 11. Approves the creation of new or deletion of existing classes. |
| Bargaining Units | 12. Receives and reviews intended reclassification actions. |
| Human Resources Board | 13. <i>Shall be advised of actions taken.</i> |
| Department | 14. Prepares Personnel Action Form(s) (P-2's) to enact the recommendation affecting the incumbent(s) after City Council approval. |

Attachment:

1. Classification Study Request, Form No. 1210.008
2. Sample Job Analysis Questionnaire